

# JOB OPPORTUNITY ANNOUNCEMENT

AMERICAN CONSULATE GENERAL, FRANKFURT/MAIN

**SUBJECT:**

**VACANCY ANNOUNCEMENT NO. 97-04**

**DATE:**

November 02, 2004

**POSITION TITLE** : Regional Financial Specialist

**LOCATION** : American Consulate General Frankfurt, Department of Defense

**OPEN TO** : All Interested Candidates

**SALARY** : - (Ordinarily Resident)  
Position Grade: FSN-11 – EURO 54,507 p.a. (\*)  
- (Not Ordinarily Resident: EFM/MOH)  
Position Grade: FP-04 – US\$ 46,519 p.a.  
– position grade to be determined by Washington (\*)

(\*) Full Performance Level: The successful candidate may be hired at a training level, i.e. pay grade below the full performance level, if management decides that the incumbent should be trained to apply his/her knowledge, skills and abilities towards the DoD specific procedures, programs and policies.

**SCHEDULE** : Full-time, 40 hrs./week

**OPENING DATE** : November 02, 2004

**CLOSING DATE** : November 15, 2004 (close of business)

**SECURITY REQUIREMENT** : Selected candidate will be required to undergo both a medical and security clearance prior to employment

**NOTE:**

Non-German/Non-EU and American citizens, who are not/not Appointment Eligible Family Members, Eligible Family Members or U.S. citizen Members of Household (MOHs) officially recognized by the MFA, must possess a valid German residence and work permit in compliance with host government laws and regulations prior to application. **Copies of the permits must be sent with the application. The Consulate cannot sponsor applicants for either permit, except for U.S. citizen MOHs.** Local Hire Staff (LES) having served less than 12 months in their current position are not eligible to apply. Currently employed AEFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

All applicants are instructed to address all required qualifications detailed below with specific examples and comprehensive supporting information. Only applications which address the required qualifications are to be considered eligible. Applicants **must** submit a complete application for each position s/he is applying for.

**Application Procedure:** Interested candidates must submit either an "Application for Employment" DS 1950, or a current resume or curriculum vitae that provides the same information as on DS 1950. Both, "Application for Employment" or the resume must include a letter of introduction and documentation (e.g. essays, certificates, awards, copies of degrees earned) that address the requirements of the position listed above. **Application language is English.** Certificates, awards or degrees in English/German do not need to be translated.

**An Ordinarily Resident (OR) hired under the Local Compensation Plan (LCP) will be entitled to the following benefits:**

7% Christmas Bonus calculated of the annual basic salary  
5% Vacation Bonus calculated of the annual basic salary  
Employees entering the USG service under the age of 45 will be enrolled in the Retirement Benefit Plan  
Payment of Meal Allowance  
Payment of Wedding and Birth Benefits  
30 days annual leave for employees over the age of 30  
German and American Holidays paid off

UNCLASSIFIED

## **BASIC FUNCTION OF POSITION:**

Incumbent provides comprehensive financial management services to the Defense Attaché Offices located at over 135 U.S. Embassies worldwide. Duties associated with this position are extremely unique, complex and require the incumbent to work independently and with only minimum guidance. Provides expert-level financial management guidance, development, training and management analysis to DAO's, Embassy Financial Management Centers (FMC's) and Budget and Fiscal Offices worldwide. These programs include, but are not limited to: budget planning, accounting, vouchering, disbursing/cashiering, and fiscal reporting of DIA funds, Partnership of Peace/Warsaw Initiative Funds, Security Assistance funds, and other DoD funds, and International Cooperative Administrative Support Services (ICASS) costs, in accordance with DIA, DoD and Department of State (DoS) regulations, Travels to all 135 DAO' located U.S. Embassies to provide support and training. Manages accounts for DASSO Frankfurt, totaling up to 7 million USD, and orchestrates vouchering and cashiering support.

## **QUALIFICATIONS REQUIRED:**

- **EDUCATION:** Documented Bachelors degree in business management or accounting.
- **EXPERIENCE:** With documented Bachelors degree, no less than six years of U.S. Government accounting and/or other applicable financial management experience. With less than a Bachelors degree, at least 10 years of U.S. Government accounting and/or other applicable financial management experience.
- **LANGUAGE:** Level IV (fluent) in English (read/write and speak) is required.
- **KNOWLEDGE, SKILLS, ABILITIES:**
  - Extensive knowledge of DOS regulations, particularly 3-FAM, 4-FAM and 6-FAM, the Standardized Regulations, Defense Intelligence Agency Manual 100-1, Volume 1, DoD Joint Federal Travel Regulation, DIA Fiscal Code Manual, ICASS Handbook and local laws and customs.
  - Incumbent must be capable of working independently and with no supervision.
  - Must be able to travel to all 135 DAO' located U.S. Embassies as required.
  - Required to demonstrate tact, diplomacy, initiative and sound judgment.
  - A pleasant demeanor and the ability to negotiate difficult issues in isolated locations and with no supervision are fundamental to success in this position.
  - Must demonstrate proficiency with computers and with MS Office software applications, to include MS Word, Excel, Access and Power Point.

**Selection Criteria:** When equally qualified, Appointment Eligible Family Members (AEFM's) and U.S. Veterans will be given first preference. Therefore, it is essential that candidates address the required qualifications in their application. Proof U.S. veteran's preference (copy of Form DD-214) must be submitted with the application. The Consulate will consider issues such as conflict of interest, nepotism, residency status and whether applicant has work permit, in determining successful candidacy. Employees serving a probationary period are not eligible to apply.

### **Submit Applications To:**

American Consulate General  
Human Resources Office  
Siesmayerstrasse 21  
60323 Frankfurt am Main

### **Point of Contact:**

Fabian Bachmann  
Telephone: 069/7535-3480  
Fax: 069/7535-3477  
[www.usembassy.de/frankfurt](http://www.usembassy.de/frankfurt)

### **Definitions:**

1. **Appointment Eligible Family Members (AEFMs):** is an Eligible Family Member (EFM) who is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets ***all*** of the following criteria:
  - U.S. citizen;
  - Spouse or dependent who is at least age 18;
  - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a U.S. government agency that is under Chief of Mission authority;
  - Is resident at the sponsoring employee's or uniform service members' post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad;
  - And does **NOT** receive an U.S. government annuity or pension based on a career in the US Civil, Foreign, or uniform services.
2. **Eligible Family Members (EFMs):** Family Members at least age 18 and listed **on the travel orders** of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a U.S. government agency that is under Chief of Mission authority but who do not meet the definition of AEFM above.
3. **Member of Household (MOH):** A MOH is a person who 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Will resides at post with the sponsoring employee. This category may include: unmarried partners of the same and/or opposite sex, parents, and other relatives or adult children (21 and over) who fall outside the Department's current legal and statutory definition of EFM (6 FAM 111.3).
4. **Ordinarily Resident (OR):** A citizen of the host country (Germany) or a citizen of another country (U.S. citizen, EU national, etc.) who has shifted their main residency focus to the host country and has the required work and/or residency permit for employment in country. *OR applicants must be residing in country to be eligible for consideration.*

5. **Not-Ordinarily Resident (NOR)**: A non-host country citizen (U.S. citizen or foreign national) who, although temporarily legally resident in the host country, is not permanently resident. AEFMs, EFMs and MOHs of FS, GS, and Military Personnel officially assigned to post are generally the only individuals who are NOR and are eligible to work under host country law. *AEFMs/EFMs need not be in country in order to be considered for employment.*

Drafted: MGT/HR: FBachmann Cleared: MGT/HR: CASTachowitz Approved: MGT: RCBryson  
DoD: RLNored

Distribution: All Local Personnel, American Embassy Berlin, AmConGen Düsseldorf, Hamburg, Leipzig, München

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